

CLASS TITLE:

**TRAINING AND
PUBLIC INFORMATION OFFICER
(EMERGENCY MANAGEMENT AGENCY)**

Class Code: 02714200

Pay Grade: 25A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior by planning and administering the emergency management training program and to provide the public with knowledge of the objectives, operations and plans of the Emergency Management Agency; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and reports for results obtained and conformance to established policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Plans and reviews the work of local emergency management personnel; confers with and advises them on difficult problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior by planning and administering the emergency management training program and to provide the public with knowledge of the objectives, operations and plans of the Emergency Management Agency.

To develop and implement techniques and procedures for evaluating training, including control center and field exercises.

To select instructional material and organize and supervise training seminars for state and local personnel.

To maintain liaison with the Federal Emergency Management Agency relative to training techniques and activities.

To assist in the planning and conducting of tests and exercises.

To develop policies, procedures and regulations pertaining to public relations activities in the various local offices.

To prepare or edit information releases of manuscripts to be placed with mass media.

To conduct educational campaigns involving all means of public communications.

To plan and direct studies and research to measure public attitudes and knowledge of emergency management.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the organization and administration of training programs; a thorough knowledge of the regulations, policies, objectives and services of emergency management; a working knowledge of teaching methods and techniques; a working knowledge of the methods and techniques involved in collecting and analyzing factual data and disseminating it through the media of print, radio and television; the ability to analyze training needs and to evaluate training effectiveness; the ability to write effective public information materials in the area of emergency management; the ability to interpret regulations, policies, standards and procedures in a manner understandable by the general public; the ability to prepare clear, sound, accurate and informative reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by courses in education or psychology; and

Experience: Such as may have been gained through: employment in a position which involved the application of teaching methods and techniques in vocational, adult or secondary education.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 19, 1999

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